



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

November 10, 2003

Charles A. Stewart, Treasurer
Clay Jr. for Congress
12116 Kerwood Road
Silver Spring, MD 20904

Response Due Date:
December 11, 2003

Identification Number: C00346080

Reference: October Quarterly Report (7/1/03-9/30/03)

Dear Mr. Stewart:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions, which require additional clarification, include but are not limited to "advance", "consulting", "commission", "contract labor", "retainer", "election day expense", "expenses", "invoice", "support", "expense reimbursement", "miscellaneous", "professional services", "get-out-the-vote" and "voter registration". (11 CFR §104.3(b)(4)(A)) Please amend Schedule B of your report to correct the descriptions that do not meet the requirements of the Regulations.

-For future reports, please be advised that contributions from individuals and political committees should be itemized on a separate Schedule A. Additionally the total amount of these contributions should be reported on the appropriate line of the Detailed Summary Page information - (11(a), 11(b) and 11(c)). (2 U.S.C. §434)